

TAB

RECORDS MANAGEMENT AND DISTRIBUTION DIVISION

This activity now exists as a Branch; it is recommended that it be given the status of a Division. The staff study of 3 March 1952 provided for an increase of [] in this activity; approval has recently been given for ten of these positions, bringing the total authorized strength to []. The ten positions recently approved provide much needed help for the courier and messenger functions.

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Considerable progress has been made during the past year in establishing an adequate records management program. We have Records Inventory and Appraisal Projects underway at this time in Personnel, Finance, and Organization and Methods and Administrative Service. When these are completed we will develop schedules to provide for retention, destruction and microfilming. In order to make reasonable progress on a minimum records management program for the Agency we believe that nine additional positions are required as follows:

1	Assistant Chief of Division	GS-12
2	Analysts	GS-11
2	Records Clerks	GS-5
2	Clerk-typist	GS-3
2	Microphotographers	GS-4

We now have three microfilming projects in process in OSI, ORR and OGD. In addition we have recently completed microfilming operations in Inspection and Security, Office of Personnel and Office of Operations. All of these projects are concerned with the Vital Materials program of the Agency. Deposits of materials in the repository to date consist of 5,679,360 documents, of which 4,505,769 are on microfilm.

There follows the present and proposed T/O for this Division:

<u>Present</u>	<u>Proposed</u>
<u>Office of the Chief</u>	<u>Office of the Chief</u>
1 GS-13 Records Management Officer	1 GS-13 Chief
1 GS-5 Secretary-Stenographer	1 GS-12 Assistant Chief
	1 GS-5 Secretary-Stenographer
2	3

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